

# Manage Users & Access

## Access Privileges: Admin vs. User

**Admins** can perform any function in the Admin tab:

- Add other Users,
- Configure [Settings](#),

The only setting Admins cannot alter is Deleting a Nest, which is reserved for only the Owner.

**Users** can perform any Nest function (that is, any function in a Nest that is not housed on the Admin Settings page). Users cannot access this page, and cannot use any of the functions described in this page below or more generally in [Admin Settings](#).

## Adding Users:

***Only Owners and Admins have access to the Admin tab, where users are managed.***

### 1. Select the Nest of interest

From the AutoLit page, click on the Nest you would like to add the user to.

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### 2. Click "Admin" Tab

Hover over the Nest Menu and select "Admin" (see red box below).

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### 3. Invite Users

#### 3a. Open Invite Collaborators modal

Click the "Invite User" button, which will open a modal:

Administrator Settings: Acute Ischemic Stroke - RCTs

Nest Home

Dashboard

Literature Search

2 / 2

Other Sources

Duplicate Review

Search Exploration

Query Builder

Screening

377 / 377

Configure Exclusion Reasons

Adjudicate Screening

Study Inspector

Tagging

19 / 19

Configure Study Tags

Study Inspector

Extraction

19 / 19

Study Inspector

Risk of Bias

17 / 19

Study Inspector

Synthesis

Manuscript Editor

Export

Settings

Admin

Collaborators

You can configure user- and organization-level access to both AutoLit and Synthesis for this nest. Granting the User role will allow a user to work on AutoLit and view Synthesis. Granting the Admin role provides access to this settings page.

UserOrganizationAutoLitSynthesis

Invite Users

| Name              | Email                                | Role (access level) | Rank       |
|-------------------|--------------------------------------|---------------------|------------|
| Karl Holub        | karl.holub@nested-knowledge.com      | Admin               | Not Listed |
| Keith Kallmes     | keith.kallmes@nested-knowledge.com   | Admin               | Not Listed |
| Kevin Kallmes     | kevin.kallmes@nested-knowledge.com   | Owner               | 8          |
| John Pederson     | jpediton@supedit.com                 | Admin               | 7          |
| Keith Kallmes     | keithkallmes@supedit.com             | Admin               | Not Listed |
| David Kallmes     | kallmes.david@marbleheadmedical.com  | User                | Not Listed |
| Jeff Johnson      | jeffrey.johnson@nested-knowledge.com | Admin               | Not Listed |
| Kathryn Cowie     | kathryn.cowie@nested-knowledge.com   | Admin               | 2          |
| Nicole Hardy      | nicole_hardy@alumni.brown.edu        | Admin               | 2          |
| Mariam Khalil     | miraamad28@gmail.com                 | Admin               | Not Listed |
| Kristen Hutchison | kristen.hutchison1@gmail.com         | Admin               | 1          |
| Hassan Kobeissi   | hmkobeissi@gmail.com                 | Admin               | 1          |
| Gautam Adusumilli | gautam.adusumilli@gmail.com          | Admin               | 1          |

Synthesis

Choose outputs to display on Synthesis:

Checking these boxes will show the respective outputs on Synthesis for this nest

3b. Enter the User's email

Once the modal opens, type in the full email address of the User you want to invite:

Invite Collaborators

Email

Role

AutoLit User

Invite

Pending Invite

Role

kall0156@umn.edu

AutoLit User

Close

3c. Select the Access Level

From the drop-down, give the invited user privileges to access:

- AutoLit as a User,
- AutoLit as an Admin, or
- Synthesis only (only relevant if the nest's Synthesis has not been made public).

3d. Send Invite

When completed, select “Invite User” (upper right) to generate an invite email.

Once added, the user's email will be added to the Pending Invites list; if they already have a Nested Knowledge account, their email will have a check mark next to it.

3e. User Response

In order to confirm access privileges, the user will have to:

- If not yet a Nested Knowledge account-holder, create an account;
- Click the access link in the email

Until the user has responded, they will be listed on the modal as a Pending User; you can check this to see whether your invite was accepted.

Once a User has accepted privileges, they will show up in the Collaborators list!

4. Altering User / Admin Privileges

To adjust the role of a user after they have been added to the nest, use the Collaborators page. Using the blue dropdown arrows in the Role column, you can choose to make the person an Admin.

Administrator Settings: Ablation for Atrial Fibrillation

Contributors

Configuring Contributors:

You can configure user and organization level access to both AutoLit and Synthesis for this nest.

Granting the user role will allow a user to work on AutoLit and view Synthesis. Granting the administrator roll provides access to this settings page.

Contributor Settings

Filter

Individual

Group

AutoLit

Synthesis

Add User

| Name                       | Email                                | Role (access level) | Rank       |  |
|----------------------------|--------------------------------------|---------------------|------------|--|
| Karl Holub                 | karl.holub@nested-knowledge.com      | User                | Not Listed |  |
| Stephen Mead               | stephen.mead@nested-knowledge.com    | Admin               | 2          |  |
| Kevin Kallmes              | kevinkallmes@supedit.com             | Admin               | 2          |  |
| Kevin Kallmes              | kevin.kallmes@nested-knowledge.com   | Admin               | 2          |  |
| Darian Lehmann-Plantenberg | darian.lp@nested-knowledge.com       | Admin               | 2          |  |
| Kevin Kallmes              | kall0156@urmn.edu                    | Admin               | 2          |  |
| Karl Holub                 | kardiholub@gmail.com                 | Admin               | 2          |  |
| nested knowledge           | nested.knowledge.test@gmail.com      | User                | Not Listed |  |
| Jeffrey Johnson            | jeffrey.johnson@nested-knowledge.com | Admin               | 2          |  |
| Amber Davis                | amberdavis@supedit.com               | User                | 2          |  |

5. Changing Ownership

If you are the Owner of a nest, you can identify a different collaborator as Owner, but this **will irrevocably revert you to an Admin!**

Adding Organizations:

Adding an Organization to a Nest in the [Admin page](#) automatically gives User-level access to that Nest

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to all members of the Organization.

### **To manage Organizational membership:**

See the [Organization Management](#) page.

### **To add Organizations to a Nest:**

See the [Add Organizations](#) section.

### **To give an Organization Ownership of a Nest:**

See the [Organizational Ownership](#) section.

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